

PSM Compliance Certificate


2010

Electronic Operating/Maintenance Manual (EOM/EMM) Compliance

Certification Year Ending: December 15, 2010.

I Teresa Lizarraga, Business Manager for, D&R, certify the Electronic Operating Manual for D&R is current and accurate as defined by 29CFR 1910. Detailed carry-over items are listed at the end of this document and are not included in the certification.


ABU Manager Signature

 - 17 - 2010
Date

Process Safety Management requires that all Electronic Operating/Maintenance Manual content is certified as current and accurate on an annual basis. The Richmond Refinery EOM/EMM content is detailed below, and is validated through the Electronic Manuals Certification Process.

All EOM content has been reviewed and updated for each business unit to reflect plant changes by MOC process. There are no closed MOCs where necessary changes to the EOM have not been implemented.

Electronic Operating Manual Content	Electronic Manuals Certification Process ¹
	Frequency
Volume 1 – PROCESS & EQUIPMENT DESCRIPTION	
▪ Introduction	Triennial
▪ Process Information	Triennial
▪ Safety Information	Triennial
▪ Environmental	Triennial
▪ Normal Operations	Triennial
▪ Equipment Description	Triennial
▪ Utilities	Triennial
CONSEQUENCE OF DEVIATION (COD) for Richmond Refinery includes system controls, operating limits, and troubleshooting.	Triennial
Volume II:- NORMAL PROCEDURES:	
2000 - Startup Procedures ²	Triennial

¹ The Electronic Manuals Certification Process is the internal process used to certify all documents as current and compliant. It includes the EMMS review and database. The process is detailed in the EMMS OE 5 component model.

² Additional methods used to validate documents are current and accurate are Pre-use verification and Post-use validation. Pre-use verification ensures changes are included in the document prior to use in the process plant. Post-use field verification, after using the procedure, confirms the procedure reflects current practice. If the procedure does not reflect current and accurate practice then the changes are 'red lined' in the document and forwarded to the document owner for subject matter expert / management validation.

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Electronic Operating Manual Content	Electronic Manuals Certification Process ¹
	Frequency
3000 - Shutdown Procedures ³	Triennial
4000 - Equipment Related Procedures	Triennial
5000 - System Procedures.	Triennial
9000 - Temporary procedures ⁴	N/A
8000 - Routine Duties	Triennial
6000/7000 - Alarm Test/Response	Triennial
CHECKLISTS (Any series)	Triennial
Volume III: - EMERGENCY PROCEDURES: ⁵	
▪ 100 - Emergency Shutdown.	Triennial
▪ 200 - Loss of Utilities	Triennial
▪ 300 - Loss of Critical Systems and Components	Triennial
▪ 400 - Unusual Occurrences.	Triennial
Emergency Procedure orange binders are available in control rooms containing current emergency procedures.	Triennial
Volume IV: - TRAINING GUIDE:	
Common Job Tasks	
Operator Job Break In	
▪ Lesson Plans	Five years
▪ Job aids	Triennial
▪ Instructor Qualifier Guides	Five years
▪ Break In Checklist	Five years
▪ Situationals	Five years

****Detailed Carry-Over Items on next page****

³ Additional methods used to validate documents are current and accurate are Pre-use verification and Post-use validation. Pre-use verification ensures changes are included in the document prior to use in the process plant. Post –use field verification, after using the procedure, confirms the procedure reflects current practice. If the procedure does not reflect current and accurate practice then the changes are 'red lined' in the document and forwarded to the document owner for subject matter expert / management validation.

⁴ Temporary Procedures are non-permanent documents and are validated as current and accurate using a separate process outlined in the EOM guidebook.

⁵ Additional methods used to validate documents are current and accurate are Pre-use verification and Post-use validation. Pre-use verification ensures changes are included in the document prior to use in the process plant. Post –use field verification (after using the procedure) confirms the procedure reflects current practice. If the procedure does not reflect current and accurate practice then the changes are 'red lined' in the document and forwarded to the document owner for subject matter expert / management validation.